OpenBiblio System Administration

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

Contents

Thanks for being an OpenBiblio system administrator. We're glad that you are helping your library in this way.

1   Managing your libraries

OpenBiblio 1.0 introduced the ability to manage multiple libraries with a single OpenBiblio installation. Each library is considered a separate "site," with its own name, collection, address, hours, closed dates, and other settings.

1.1   Adding a site

1. Go to Admin $\rightarrow$ Sites.

2. Click "Add New".

3. Fill out the relevant information. Choose the calendar that includes the dates your new library will be closed. See below for more information about the calendars.

> ⚠ **Warning**
> If you do not choose a calendar, the new site will not be able to calculate due dates properly and you will not be able to check out any copies at this site.

4. Click "Add."

1.2   Deleting a site

1. Ensure that there are no copies at the site that you'd like to delete.

2. Sign in as a different site.

3. Go to Admin $\rightarrow$ Sites.

4. Delete the site.

> ⚠ **Warning**
> Don't delete a site when you are logged in, or you will cause a permanent error state that won't be resolved until you manually add the site back into the database.

> ⚠ **Warning**
> If you delete a site that has copies attached, they will show as "Undefined" in the system.

2   Managing your users

To add a new staff member, go to Admin $\rightarrow$ Staff Admin. Click on the "Add New" button, found both at the top and bottom of this screen. You can then assign a username, password, name, and permission set to your staff member.

> ⚠ **Warning**
> You must assign at least one permission, or the staff member will not be able to log in.

2.1 Working with passwords

Openbiblio's password management system is very straightforward. Users with Admin permission are able to change their own password or the password of any other staff account (including other administrators). Users without the Admin permission may not change anybody's password, not even their own.

To change the password of a staff account, go to Admin → Staff Admin. Click the pwd button next to the account you are working with. Enter the new password.

3 Managing your catalog

This section describes the following settings in the Admin menu.

3.1 Managing media types

Media types link

3.2 Managing collections

Collections

3.3 Managing displayed fields

Biblio fields

3.4 Managing custom fields for copies

Biblio copy fields

3.5 Managing copy catalog options

Z39.50 and SRU

4 Configuring the OPAC

This section will describe settings found in the admin menu.

5 Managing locales

OpenBiblio can be translated into any language that you wish!

5.1 Character set

You can use any character set that you find by running the MySQL command SHOW CHARACTER SET. Do this by going to Admin → Locale and entering your preferred character set. If you enter an invalid charset or leave this field blank, it will default to the *utf8* character set.

Note
The character set you specify will appear in the `<meta charset>` attribute and apply to any database calls.

5.2 Creating a new locale

This requires access to the files and a good UTF-8 text editor.

5.2.1 Create a directory for your new locale

1. Create a new directory in the locale directory with the 2-character ISO 639-1 code for the language. For example, if you would like to do an Amharic translation, your directory would be called `am`.

2. Create a PHP file called metadata.php. Make sure that the class name begins with the ISO 639-1 code for your language.

```php
<?php
class amMetaData {
        public function __construct() {
                $this->locale_description = "Amharic";
        }
        function pluralForm($n) {
                if ($n == 1 or $n == -1) {
                        return 'singular';
                } else {
                        return 'plural';
                }
        }
        function moneyFormat($amount) {
                if ($amount < 0) {
                        return sprintf("(-%.br)", abs($amount));
                } else {
                        return sprintf("%.br", $amount);
                }
        }
}
```

3. Add translations to trans.php.

6 Managing the MySQL database

This section will describe the database

7 Managing the server

This section will discuss other server-level considerations.

7.1 Logs

This section will mention logs of particular interest to OpenBiblio administrators.